



## North Carolina Department of Health and Human Services Office of the Controller

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July 09, 2007

Dear County Director of Social Services:

**Subject:** **Fiscal Reporting Procedures for the Work First Demonstration Grant**, Alamance, Bladen, Buncombe, Burke, Cabarrus, Catawba, Chatham, Cleveland, Cumberland, Durham, Forsyth, Franklin, Gaston, Guilford, Halifax, Harnett, Haywood, Johnston, Mecklenburg, Nash, New Hanover, Northampton, Onslow, Orange, Person, Robeson, Rutherford, Sampson, Scotland, Stokes, Union, Vance, Wake, Warren, Wayne, and Wilson Counties

Effective with **June 2007 services reimbursed July 2007**, you will need to use the following codes to claim reimbursement for the Work First Demonstration Grant on the DSS-1571.

**Part IA (Services and Fringe Benefits):** The Part I coding, will be tracked as two application codes. Application code **137 for service cost** titled **WF Demo On Job Training Svc** and another application code **332 administrative (admin) costs** titled **WF Demo On Job Training Adm**. The service cost, application code 137 will be accessible to counties with **Function Code 54, Column 13**. The admin cost will be tracked in application code 332. Application code 332 admin cost will accumulate [similar to how cost are tracked with Function 03, Col. 11 for application codes 358 & 341] as they appear in the XS325 report. These applications are 100% Federal funds.

**Part II (Administrative Expenditure and/or Purchased Services):** These application codes are 100% Federal funded.

<b><u>Part II Code &amp; Application Code</u></b>	<b><u>Fund</u></b>	<b><u>Description</u></b>
138	1	WF Demo Education & Training
139	1	WF Demo Development & Placement
141	1	WF Demo Child Care
142	1	WF Demo Transportation Svc

**Part IV (Purchase Services):** Counties will need to use **Fund ID "U"** with the applicable Work First Demonstration On Job Training Services code that is to be purchased. Cost will be tracked in application code 137 (WF Demo On Job Training Svc).

Fiscal Reporting Procedures for the Work First Demonstration Grant

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The CFDA number is 93.558 for the *Work First Demo Grant* fund. The Allocated cost from application codes 332, 137, 138, 139, 141 and 142 will be tracked on the XS411 under the heading WF Demo. In terms of overhead (for your Maximus software) theses program will not draw overhead from IM Supervision & Clerical, IV-D Supervision & Clerical or Joint Workers IM & IV-D.

If you have any questions or concerns regarding these reporting procedures please contact your County's Local Business Liaison or contact the County Administration Accounting Unit at (919) 733-2306.

Sincerely,

[signed]

Laketha M. Miller

LMM/mkd

cc: DSS-1571 Contact Personnel

Jack W. Chappell

Debbie Hawkins

Myra K. Dixon

Sherry S. Bradsher

Sarah Barham

Local Business Liaisons

Kelli Winters-Billman